

Certipost E-Trust certification services

**Standard Certipost E-Trust certificate
Web Server Order Form**

Version 1.0, Automated Local Registration Authority Operator (LRAO)

Reserved for the Local Registration Authority (LRA)

Organisation Name : Requestor Name :

LRA operator (LRAO):

Contract number:

Date of receipt:

Place where the copy of the registration documents is held in safekeeping:

.....

Hereby certifies that this Order Form and the appendixes hereto are duly authenticated and validated.

	1 URL	2 URLs	3 URLs
Server certificate			
Wildcard server certificate			

☐ 1 year☐ 2 years☐ 3 years

Signature of the LRAO:

OUTDATED
Procedure

Please fill in this Order Form and read the General Terms and Conditions (Object Identification Number (OID): 0.3.2062.7.1.2.1.1) that form an integral part hereof and are available on the Internet site <http://www.e-trust.be/CPS/QNcerts> or on request from the authorized LRA¹.

For your file to be validated, you must go to an authorized LRA. You will therefore need to make an appointment with an LRA.

- If you have a professional MyCertipost account, you can request your certificate on-line by sending your electronic certificate request and by faxing this purchase order to 02/209 99 02. You can obtain your professional MyCertipost account via <http://www.mycertipost.be>. This will require a face-to-face registration in an accredited registration office, as listed on <http://www.mycertipost.be>.
- If you have no professional MyCertipost account, you must go to an LRA² in person, taking the following documents and a diskette with you :
 - ☐ This duly completed and signed Order Form;
 - ☐ A signed copy of both sides of your identity card, passport or similarly valid official document;
 - ☐ The electronic certificate application on a diskette, since the key pair will have been generated by you;
 - ☐ A copy of the current official memorandum and articles of association of the company/organization you officially represent, or, failing this, an excerpt from the register of companies or any other valid official documents, including the relevant excerpts from the Belgian Official Gazette or a similar document.
 - ☐ If the person presenting himself to the LRA and signing the order form (requestor part) is acting on behalf of the legal representative of the Organisation, the Organisation shall submit proof of the fact that this person is duly authorized to sign for the legal representative. A signed copy of both sides of the identity card, passport or similarly valid official document of this legal representative shall be delivered also.
 - ☐ Proof that the server domain name for the business (hereinafter referred to as "the Organization") has been registered and is therefore unique.

¹ The list of recognized LRAs is available from the following address: www.e-trust.be/CPS/QNcerts.

² In accordance with the Certificate Policy for Standard E-Trust Certificates for Web Servers (OID: 0.3.2062.7.1.1.1.1)

The fields in *italics* are optional; the others are mandatory.

The content of the following fields must be an accurate reflection of the probative documents submitted. Certification shall not otherwise be provided.

This information will be used by Certipost to check your identity. This information shall not be placed in the public domain and Certipost undertakes to treat it as confidential².

4 The amount charged varies depending on whether it is a wildcard certificate and/or a multiple URL certificate and is indicated in the "Charges and Payment" section. Please enter a "*" if you are applying for a wildcard certificate.

Purchase Order : Requestor Part**Agreement and signature**

I hereby confirm having cognizance of the General Terms and Conditions (OID: 0.3.2062.7.1.2.1.1) for Certipost Normalised E-Trust Certificates for SSL Webservers, and in particular of my obligations thereunder, and confirm my acceptance thereof by signing this Order Form.

I likewise acknowledge that the authorized LRAs are required, by law, to ask for suspension or revocation of certificates they have issued should there be any indication that: they were issued on the basis of information that is inaccurate or falsified; the information no longer reflects the reality; or the reliability of the data relating to the signature created can no longer be guaranteed.

I hereby confirm that the information given on this Order Form or appended hereto and provided to the LRA, is true, accurate and complete.

Date: City:

Last name and first name(s):

Signature:

OUTDATED

Purchase Order : Organisation Part

The undersigned,
(name of the due representative of the Organisation or his proxy), representing
.....
(name of the Organisation), with registered offices at, with Company number
....., and VAT number BE....., formally states the
following :

a) I have given proxy to the Requestor for requesting a Normalised SSL Webserver Certificate on behalf of the Organisation by filling in and signing the present Order Form;

b) I acknowledge having taken notice of the General Terms and Conditions (OID: 0.3.2062.7.1.2.1.1) for Certipost Normalised E-Trust Certificates for SSL Webserver from Certipost (E-Trust), and more specifically of the obligations of my Organisation therein, and explicitly accept them integrally by signing this Order Form.

c) I acknowledge that the authorised Local Registration Authorities (LRA's) have the legal obligation to request the suspension or revocation of the certificates they have issued whenever it is assumed that these certificates have been delivered based on false or falsified information or whenever the information does not correspond anymore with the reality or whenever the confidentiality of the data relating to the creation of the signature is not guaranteed anymore.

d) I confirm that the information in the Order Form and in its annexes, sent to the Local Registration Authority's Officer, is correct, detailed and complete.

Date : Location :

Signature :